City & Borough of Wrangell Position Description

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| Position: Nolan Center Attendant – Museum Collection | Type: Permanent, Full-Time |
| Department/Site: Nolan Center | FLSA: Non-exempt |
| Evaluated by: Nolan Center Director | Salary Grade: 12 |

# **Summary**

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| To assist with Museum operations, provide professional care of Museum collection, and provide Museum services to the general public. Inventory collections on a regular basis. |

## Distinguishing Career Features

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| The Nolan Center Attendant III is responsible for helping the Nolan Center Director maintain a record of Wrangell’s past for its residents and visitors. They will help educate the public, prioritize collections, and ensure the safekeeping and care of Wrangell’s historical record. This position may also work in the gift shop in a relief position and to help handle the influx of visitors that come into Wrangell. |

## Essential Duties and Responsibilities

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| * Keeps accurate records of artifacts on loan or donated from the community through standard museum registration techniques. * Evaluates proposed donations and loans for appropriateness to inclusion in the Museum collection. Evaluates acquisitions for condition and stability and provides appropriate conservation measures as needed. * Researches local history and makes findings available using appropriate vehicles for transmission. Researches history of each piece of the collection as per professional curatorial practices. * Evaluates existing and proposed exhibits, schedules and initiates actions necessary to implement changes in interpretive themes. Plans, prepares and installs permanent and temporary exhibits in accordance with generally accepted security, safety, conservation and education standards and ethics. * Monitors humidity and temperature for stability or for statistical compilation of data. * Reports to the Nolan Center Director on Museum collections, operations, and critical needs. * With the Nolan Center Director, develops long and short-range program goals consistent with Museum mission and bylaws. * Interacts with other museum, history, and anthropology professionals as needed. * May assist in gift shop operations, answer visitor questions, and research information for visitors as necessary. * Performs other related duties as required or assigned. |

## Qualifications

* **Knowledge and Skills**

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| Requires good working knowledge of Wrangell area in general, a more detailed knowledge of Wrangell history, and general knowledge of Alaskan history. Clear knowledge of modern museum management principles. Current on museum standards and practices. |

* **Abilities**

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| Requires the ability to work independently, and to perform historical research and regional history and be a reliable source of information. Must provide responsible, professional care to the community’s collection of artifacts which are housed at the Museum.  Requires the ability to adapt to changing needs and priorities. Willingness to perform various job related duties as situations require with a strong sense of teamwork. |

* **Physical Abilities**

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| Ability to lift and carry 50 pounds. Requires ability to work in an office setting, including sitting, for long periods of time. |

* **Education and Experience**

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| High school diploma or GED equivalent. Minimum of three years current experience in progressive museum programs. |

* **Licenses and Certificates**

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| Because this position involves responsibility for the museum’s collection, a background check may be required. |

* **Working Conditions**

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| Work is performed indoors and outdoors where minimal safety considerations exist. |

We consider applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, sex, age (40 or over), disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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**Employee Signature Date**

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**Supervisor Signature Date**